

CORRECTIONS OFFICER

GENERAL DEFINITION

Performs routine protective and responsible human support service work ensuring the care and security of inmates at the County jail.

ORGANIZATIONAL RELATIONSHIP

Work is performed under the regular supervision of a shift supervisor or designee.

TYPICAL TASKS

- Processes inmates into custody of jail, searches prisoners, takes charge of personal property, provides clothing, bedding, eating utensils, enforces institutional rules and regulations;
- Supervises inmate during meals, exercise, work, recreation, personal hygiene and related activities for conformance to institutional rules, regulations and procedures;
- Conducts periodic security checks of inmates in assigned area and on institutional grounds;
- Maintains and updates institution log on assigned shift;
- Attends to special needs of prisoners;
- Escorts and transports inmates as required;
- Prepares routine records on inmates;
- Ensures the care and maintenance of work and recreational equipment used by inmates;
- Performs other duties as may be required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the practices of modern penology as related to the supervision and care of persons under institutionalized restraint; general knowledge of the security, rules, regulations and procedures of the institution to which assigned; some knowledge of the basic principles of human psychology; ability to enforce institutional rules firmly and fairly; ability to detect potential behavior problems of inmates; ability to detect the early symptoms of common health problems; ability to carry out oral and written directions accurately; ability to supervise the activities of large groups of inmates; ability to prepare records and reports.

TRAINING, EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school. Completion of appropriate training prescribed by the Commonwealth of Virginia for this level of position.

SPECIAL REQUIREMENTS AND RELATED OBLIGATIONS

Successfully complete and maintain all state mandated requirements offered through a criminal justice academy.

PHYSICAL DEMANDS

This position requires the ability to maintain law enforcement objectives of a corrections facility.

WORK ENVIRONMENT

The work environment is typical of a corrections facility. The position may be exposed to elements of danger.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given. (Last updated 07/03/07). (Reviewed & Updated 11/17/09)

FLSA Status: Exempt
 X Non-Exempt

Pay Grade 17

Recommended by: _____ _____
 Dept. Head Date

Reviewed by: _____ _____
 Personnel Date

Approved by: _____ _____
 County Administrator Date